

# Personnel Issues & You

UPPS Newsletter 2007-1

January 8, 2007

## in this issue:

- |                         |   |                    |
|-------------------------|---|--------------------|
| -NAC/G55 Information    | -Adverse Weather                        | -Payroll Schedules |
| -Upcoming CICS Training | -Updated Optional Insurance Listing '07 | -Cabinet Directory |
| -Payroll Vacancy        | -2007 Tax Codes Update                  |                    |

## Message From the Director:

Happy 2007! I hope everyone enjoyed the holidays and the time away from work.

My goal for this year is to ensure that all agency staff receives the necessary training and knowledge to enable them to process personnel and payroll transactions efficiently and effectively. Therefore there will be a CICS training in February followed by Reorganization training in March. Please take advantage of these opportunities so we can better service the employees of the Commonwealth.

As an update, the Division of Employee Management is still involved in the two important projects mentioned in October's newsletter. We are still undergoing the class consolidation review as well as the KHRIS projects. We will keep you informed on our current progress.

Thank you!

*Mary Elizabeth Harrod*

## Processing & Records

**\*Processing G55 Actions (Salary Change Due to New Appointee's Salary):** Effective immediately, G55 actions to adjust a current employee's salary due to a new appointee's salary should NOT be entered until the new employee's P1 has cleared the system.

**\*CICS Training:** We will be conducting CICS/Introduction to Processing Personnel Actions on **Wednesday, February 21, 2007** in the Personnel Cabinet's training room at 801 Teton Trail from 8:30 a.m. until 12:00 p.m. This training is required for any new personnel staff who are responsible for processing P1 actions (hired in the last 6 months) and available to anyone wanting a 'refresher' on the personnel action process. Please contact Stephanie Carpenter at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov) to register for this training no later than 01/29/2007.

## Payroll

### ADVERSE WEATHER REMINDER:

Per 101 KAR 2:102, Section 10, 4(b) If an employee transfers or separates from employment before the leave is made up, the leave shall be charged to annual or compensatory leave or deducted from the final paycheck.

### DIVISION OF EMPLOYEE MANAGEMENT - Position Vacancy:

In the very near future we will be advertising for a Personnel Program Consultant position in the Payroll Branch. If you are interested, please watch the Internal Mobility notifications for the advertisement. If you have any questions, please contact Stephanie Carpenter at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov) or at 564-6464.

Commissioner  
Carla Hawkins  
Department for Personnel  
Administration

Secretary  
Brian J. Crall  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

## **OPTIONAL INS RATES**

<u><b>Burch</b></u>	<u><b>2006 Plan Year</b></u>	<u><b>2007 Plan Year</b></u>
Single	19.50	19.50
Dual	34.50	34.50
Family	49.50	49.50

### **Dental Care Plus (formerly Adenta)**

Single	24.52	25.75
Double	45.38	47.65
Family	62.11	65.22

### **Fortis - Assurant**

#### Freedom Preferred

Employee	30.05	30.05
Employee + One	58.70	59.50
Employee + Family	92.03	92.03

#### Freedom Basic

Employee	16.49	16.49
Employee + One	31.01	31.01
Employee + Family	54.30	54.30

#### Summit moves to Heritage Secure

Employee	10.21	9.30
Employee + One	17.27	15.73
Employee + Family	27.24	24.81

### **Health Resources, Inc**

#### DHO 6B

Employee	32.38	32.38
Employee & Spouse	66.38	66.38
Employee & Child	72.86	72.86
Employee & Family	110.74	110.74

### **United Concordia**

#### Concordia Plus (formerly DHMO)

Employee	13.62	15.27
2-party	28.04	31.43
Family	40.98	45.94

#### Concordia Flex (formerly FFS)

Employee	32.65	36.60
2-party	62.62	70.20
Family	109.11	122.31

These are **2007** rates we have received notification of thus far.  
As we continue to get **2007** rates for other Optional Insurance companies, we will include those in the newsletter each month.

**\*Name Change\*** Adenta is now referred to as **Dental Care Plus**

**\*PLEASE NOTE\*** Highlighted sections indicate changes since the last newsletter was distributed.



## 2007 Kentucky Local Withholding Tax Codes:

Please check out our website for updates to the Kentucky Local Withholding Tax Code Listing for 2007. To date only the cities of Elizabethtown and Bowling Green have made changes.

<http://personnel.ky.gov/NR/rdonlyres/457E20D3-4AEF-4193-A023-81C24F101EA3/0/10p016f.pdf>

# Current Payroll Schedules for January and February:

January 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 DEC 16-31 <b>STATE HOLIDAY NEW YEAR'S DAY</b>	2 DEC 16-31 <b>W-2 Manual pay only &amp; health ins. Update Key in KECC contributions.</b>	3 DEC 16-31 <b>W-2 Manual pay only &amp; health ins. Update Key in KECC contributions.</b>	4 DEC 16-31 <b>W-2 Manual pay only &amp; health ins. Update Key in KECC contributions.</b> Last day p1 can be approved for payroll	5 DEC 16-31 <b>W-2 Manual pay update only.</b> Files go down at 1:00 and remain down. <b>Key in KECC contributions</b> <b>RUN PAYROLL</b>	6
7	8 DEC 16-31 Update/ health ins.	9 DEC 16-31 Update/ health ins.	10 DEC 16-31 Update/ health ins. Last day p1's can be approved for supp payroll <b>Last day for w2 manual pay updates</b>	11 DEC 16-31 Update – files go down at <b>4:00</b> & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	12 DEC 16-31 No Update <b>PAYDAY</b>	13
14	15 DEC 16-31 <b>STATE HOLIDAY MARTIN LUTHER KING</b>	16 JAN 1-15 Manual pay & health ins. update	17 JAN 1-15 Manual pay & health ins. update	18 JAN 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll.	19 JAN 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	20
21	22 JAN 1-15 No Update	23 JAN 1-15 No Update	24 JAN 1-15 Update/ health ins.	25 JAN 1-15 Update/ health ins.	26 JAN 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	27
28	29 JAN 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	30 Jan 1-15 No Update <b>PAYDAY</b>	31 No Update			

February 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 JAN 16-31 Manual pay & health ins. update	2 JAN 16-31 Manual pay & health ins. update	3
4	5 JAN 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 JAN 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 JAN 16-31 No Update	8 JAN 16-31 No Update	9 JAN 16-31 Update/ health ins.	10
11	12 JAN 16-31 Update/ health ins.	13 JAN 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 JAN 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 JAN 16-31 <b>PAYDAY</b> Manual pay & health ins. update For <b>FEB 1-15</b>	16 FEB 1-15 Manual pay & health ins. update <b>ACTIVATE DUES FOR UTILITY #'s</b> 4003, 4008, 4020	17
18	19 FEB 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 FEB 1-15 Manual pay Update. Files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 FEB 1-15 No Update	22 FEB 1-15 Update/ health ins.	23 FEB 1-15 Update/ health ins.	24
25	26 FEB 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 FEB 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	28 FEB 1-15 No Update <b>PAYDAY</b>			



# PERSONNEL CABINET TELEPHONE LISTING, JANUARY 2007

**OFFICE OF THE SECRETARY, SUITE 516, (4-7430)**  
**Secretary Brian J. Crall** Amy Andrews, x 4060  
**Deputy Sec. Wayne Harman, x 4003** Sonja Cox, x 4011  
Amanda Reid, x 4010

**OFFICE OF ADMINISTRATIVE SERVICES**  
**EXEC DIRECTOR'S OFFICE** **ADMINISTRATIVE SERVICES**  
**(4-7430)** **Walt Gaffield, 4-7409, x 4021**  
**Burr Lawson, x 4008** Rachel Jackson, 4-7409, x 4025  
Suzette Gash, 4-7409, x 4024 Elinda Manley, 4-7409, x 4023  
Scott McKenzie, 4-0198, x 4037 Vacant, 4-7409, x 4022  
Vacant, x 4186

**OFFICE OF LEGAL SERVICES**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Tom Stephens, x 4004** **RM 501 (4-0358)**  
Sue Britton, x 4020 Anne Burnham, x 4078  
Vacant, x 4088 Joe Cowles, x 4081  
Vacant x 4005, 4006, 4237

**OFFICE FOR EMPLOYEE RELATIONS**  
**EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)**  
**Robert Schmidt, x 4087** Scott Gasser, x 4100  
**Mary Hook, x 4093** Lee Cowherd x 4090  
Clyda Henderson, x 4086

**DIVISION OF EMPLOYEE BENEFITS**  
**DIRECTOR'S OFFICE** **LIFE INSURANCE**  
**SUITE 511 (4-3433)** **ROOM 503 (4-4774) 800-267-8352**  
**Bill Patrick, x 4104** **Sharon Spencer, x 4111**  
Gaye Adcock, x 4105  
Michele Ellis, x 4106  
Melinda Giles, x 4184  
Jeffrey Hockensmith, x 4099  
Joe Hughes, x 4107  
Matthew Hutcherson, x 4095  
Jeri Payton, x 4109  
Valerie McGrath, x 4098  
Kim Quinn, x 4110  
Paula Spicer, x 4103  
Scan Room, x 4108  
Melissa Tillman, x 4096  
Vacant, x 4097

**WORKERS COMPENSATION**  
**SUITE 511 (4-6847) 888-860-0302**  
Jeffrey Hockensmith, x 4099  
Matthew Hutcherson, x 4095  
Valerie McGrath, x 4098  
Paula Spicer, x 4103  
Melissa Tillman, x 4096  
Vacant, x 4097

**DIVISION OF EMPLOYEE SERVICES & RECOGNITION**  
**DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463**  
Darlene Stewart, x 4094  
**EMP ASSISTANCE** **WORKPLACE RELATIONS**  
**BUSH BLDG (4-5788)** **Linda House Patrick, x 4092**  
**800-445-5327** Tina Goodmann, x 4188  
**Mary Jane Cowherd, x 222** **EMPLOYEE RECOGNITION**  
Zack Culver, x 225 **Debbie Bohannon, x 4000**  
Trina Jennings, x 223 **Mandi Flynn, x 4089**  
Rebecca Waddle, x 221  
Vacant, x 224

**OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**  
**@ Kentucky State University, 400 East Main Street**  
**Academic Services Bldg - 4 W, Frankfort, KY 40601**  
**Main Number: 502/564-8170 or 564-7455**  
**EXEC DIR'S OFFICE** **ADMINISTRATIVE, CONSULTING & LEARNING SERVICES**  
**Penny Armstrong, x 240** **Jeanne Olivas, x 243**  
**Esteva Caise Dragg, x 224** Kimberly Bynes, x 245  
David Finley, x 256 Wendy Campbell, x 235  
Kambe Lattimore, x 257 Katy Cave, x 253  
Jamille Smith, x 238 Stan Riley, x 237  
Wes Swamer, x 227 Jon Samokar, x 254  
Donna Simpson, x 223  
**PERFORMANCE MGMT**  
**(564-3090)**  
**Johnny Keene, x 225** Vacant x 221, 233, 234, 236, 239,  
Regina Edington, x 259 241, 242, 247  
Regina Gravitt, x 260

**OFFICE OF COMMUNICATIONS**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Lori Aragon-Takahashi, x 4007** Keyana Best, x 4009

**OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES**  
**EXEC DIRECTOR'S OFFICE (573-0321)**  
**Mary Stoddard, x 234** Colene Elridge, x 241  
**Neeka Parks Thompson, x 240** Amy Ernest, x 236  
Bruce Trent, x 230

**DIVISION OF WORKFORCE ANALYTICS** **DIVISION OF DIVERSITY RELATIONS**  
**Arthur Lucas, x 229** **Angela Elder, x 235**

**KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY**  
**105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667**  
persdeferredcomp@ky.gov  
**EXEC DIR'S OFFICE** **INVESTMENT & RECORDS**  
**Robert C. Brown** Neal Lanham **Sandi Whitaker** Barbara Hedrick  
Pat Goodlett Claudia Morton Leanne Barger Amy Mosby  
Chris Helvey Connie Smith Diane Collins Jody Overturf  
Amanda Hansel Susan Pardi  
**PAYOUT COUNSELING** **PARTICIPANT SERVICES**  
**Eric Simpson** Kelley Peach **Jean Henning** Carol Smith  
Julie Gordon April Smyth **Floyd Boler** Kathy Stroop  
Julia Holbrook Kristey Warfield **Nida Clary** Donna Towles

**DEPARTMENT FOR PERSONNEL ADMINISTRATION**  
**COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)**  
**Carla Hawkins, x 4114** Michele Casebier, x 4113  
**Barbara Barnes, 4-6873, x 4228**

**SYSTEMS MANAGEMENT (ROOM 529, 4-0198)**  
**Lisa Rowe, x 4032** James Ross, x 4036  
Brad Atkinson, x 4027 Susan Stinnett, x 4033  
Chris Cunningham, x 4029 Jeff Swinford, x 4028  
George Gamble, x 4030 Beverly Wilhoite, x 4035  
Travis Humphries, x 4031 Computer Room, x 4040, 4041, 4042,  
Jason Ritter, x 4034 4043, 4181  
Vacant x, 4037, 4189

**DIVISION OF EMPLOYEE MANAGEMENT**  
**DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)**  
**Mary Elizabeth Harrod, x 4115** Stephanie Carpenter, x 4116  
Myrissa Patton, x 4226  
**PROCESSING & RECORDS** **CLASS & COMP**  
**ROOM 531 (4-6873)** **801 TETON TR (573-0318)**

**Carolyn Bruce, x 4126** **Jim Lambert, x 222**  
Pam Brookman, x 4127 Peggy Brady, x 223  
Lisa Case, x 4133 Carla Gray, x 225  
Sandra Darneal, x 4129 Phyllis Harris, x 227  
Dena McGuire, x 4131 Vickie Hatchel, x 224  
Mike Rice, x 4130 Debbie Parido, x 232  
Paula Round, x 4128 Terry Sullivan, x 237  
Mark Thompson, x 226  
Vacant x 228, 229, 233, 242

**PAYROLL, ROOM 535 (4-6883)**  
**Carol Kelen, x 4120**  
Karen Blackburn, x 4122  
Gail Cooper, x 4125  
Shannon Goodrich, x 4118  
Greg McGaughey, x 4185  
Yvonne Richmond, x 4121  
Vacant x 4119, 4124

**DIVISION OF STAFFING SERVICES**  
**DIRECTOR'S OFFICE, SUITE 517 (4-6920)**  
**Georgianne Reynolds, x 4180** Dorothy Burton (Staffing Services  
Rebecca Billings, x 4135 Receptionist), x 4013  
Mary Greenwell, x 4134 Vacant x 4136  
**APPLICANT PROCESSING** **EMPLOYMENT COUNSELING**  
**(4-8030)** **(4-8030)**

**Denise Jones, x 4139** **Karen Neeley, x 4153**  
Ashley Dezarn, x 4141 Shona Alderson, x 4145  
Denise Driver, x 4138 Claude Anderson, x 4158  
Joseph Maciag, x 4137 Scotty Barker, x 4146  
Becky Schell, x 4143 Linda Brown, x 4150  
Amanda Sewell, x 4142 Rick Davis, x 4148  
Robin Smith, x 4140 Carolyn Gray, x 4147  
Flo Warner, x 4157 Galen Linville, x 4154  
Theresa Wood, x 4182 Marilyn Marshall, x 4151  
James Mason, x 4152  
Rose Nipp, x 4155  
Tracy Young, x 4156

**STAFFING ANALYSIS (4-6702)**  
**Marina Alford, x 4169** **REGISTER, (4-6922)**  
Kim Arington, x 4173 **Kay Wallace, x 4167**  
Katharine Barber, x 4170 Roberta Brownlee, x 4160  
Stuart Clark, x 4171 Cheri Chambers, x 4165  
Roger Riddell, x 4174 Sharen Fogle, x 4163  
Kevin Shipp, x 4175 Kay Goodwin, x 4164  
Peggy Smith, x 4176 Sharon Smith, x 4166  
Vacant 4149, 4177, 4178, 4179, 4221 Lucy Wheeler, x 4168  
Vacant, x 4162, 4159, 4144

**DIVISION OF HUMAN RESOURCE PROJECTS**  
**150 FAIR OAKS LANE (4-4690)**  
**DIRECTOR'S OFFICE** **HRIS PROJECT**  
**Brenda Brown, x 4172** **Kathy Doyle, x 4201**  
Randy Denney, x 4117 Carrie Coffey, x 4202  
Marcus Deaton, x 4203  
Latonia Dooley, x 4200  
Dera Lindsay, x 4218  
Beth Rangel, x 4216  
David White, x 4217  
Richard Gee, x 4132  
Randy Meek, x 4196  
Connie Page, x 4215  
Mitt Salvaggio, x 4198  
Glen Tuggle, x 4197

**DEPARTMENT FOR EMPLOYEE INSURANCE**  
**COMMISSIONER'S OFFICE, ROOM 501 (4-0358)**  
**Christine Wilcoxson, x 4047** **Wellness Works Kentucky**  
**Eric Poston, x 4048** **(4-0358)**  
**Betsy Johnson, x 4073** **Christy Brooks, x 4046**  
Sharley Hughes, x 4049  
Sandy Martin, x 4063  
Tammy McNew, x 4051

**DIVISION OF INSURANCE ADMINISTRATION**  
**DIRECTOR'S OFFICE, ROOM 503 (4-0358)**  
**Reina Diaz-Dempsey, x 4074** Cindy Dempsey, x 4052  
Jerry Jones, x 4057  
**MEMBER SERVICES** **ENROLLMENT INFORMATION**  
**ROOM 502 (4-6534)** **ROOM 503 (4-1205)**  
**888-581-8834** **Nancy Knight, x 4076**  
**Donna Cordier, x 4075** Sherry Davis, x 4235  
Christie Burkhead, x 4236 Julia Hughes, x 4072  
Sharon Gilbert, x 4234 Lynn Jones, x 4083  
Merla Graves, x 4050 Mamatha Kotha, x 4183  
Mae Green, x 4061 Philip Luckett, Sr., x 4080  
Clara Serafini, x 4233 Teresa Shipley, x 4084  
Jeffrey Wiley, x 4067  
Christina Winans, x 4085  
Scan Room, x 4079  
Vacant x, 4072, 4077, 4232

**DIVISION OF FINANCIAL & DATA SERVICES**  
**DATA ANALYSIS** **FINANCIAL MANAGEMENT**  
**(4-7101)** **(4-9097)**  
**Chandra Venetozzi, x 4070** **Cindy Thomas, x 4002**  
Paula Chisholm, x 4190 Lori Elder, x 4065  
Bob Murphy, x 4191 Debbie Fraley, x 4231  
Beth Gebhart, x 4056  
Cindy Stivers, x 4053 Sabrena Hockensmith, x 4230  
Lea Howard, x 4066  
Lisa Momenpour, x 4055  
Shellie Ott, x 4062  
Alexa Perry, x 4187  
Brenda Roark, x 4071  
Jonathan Smith, x 4054  
Irma Turner, x 4068  
Brenda Wilson, x 4058



**PERSONNEL CABINET TELEPHONE LISTING, JANUARY 2007**

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU) .....	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503) .....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503) .....	FAX 564-4034
Member Services Branch (Suite 502).....	FAX 564-0364
Personnel Administration (Rm 530) .....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5826
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529).....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Janitorial Staff – 200 Fair Oaks .....	564-7409, x 4039